

**Alastair Henson**

Mercedes Benz  
123 Your Street,  
Houston, TX 12345  
(123) 456-7890  
example@youremail.com

[month, day, year]

Dear Mr. Henson,

Receiving 99% positive client feedback in 2020 was the highlight of my receptionist career to date. Feedback forms mentioned my professional demeanor, prompt handling of requests, and strong communication skills. I am excited to provide the same outstanding service to customers as a receptionist at Mercedes Benz.

Mercedes Benz's dedication to excellent customer care makes it the ideal working environment for my skills and abilities. I believe that my commitment to going above and beyond to ensure client satisfaction will make me an asset to the company. My recent accomplishments include:

- Redesigning the booking system to reduce appointment wastage by 37% in 2020
- Receiving praise for my time management and efficiency from managers in my most recent pay review
- Reducing the stationary spend by 30% in 2019 by sourcing more cost-effective suppliers and implementing a new inventory system

I would like to meet to explore how my skills and qualities can help Mercedes Benz provide incredible customer experiences in 2021. Please don't hesitate to get in contact to arrange an interview appointment.

Sincerely,

Gregor Moses

P.S. I would love to tell you why a client sent me a personal letter of thanks for my service last year.